ANNEX 3

TERMS OF REFERENCE

PROGRAMME: INTERREG IPA South Adriatic

PROJECT: CRABoost – *Fostering Innovation to Boost the Competitiveness of MSMEs in the Blue Crab Business*

POSITION: Financial Manager

PURPOSE OF THE POSITION

The Financial Manager is responsible for the financial planning, administration, monitoring, and reporting of the CRABoost Project, ensuring the proper, transparent, and efficient use of project funds in compliance with the rules of the Interreg IPA South Adriatic Programme, the applicable legislation, and the financial procedures of CIHEAM Bari.

DUTIES AND RESPONSIBILITIES

The Financial Manager shall perform the following duties:

- Prepare, monitor, and update the project budget in cooperation with the Project Coordinator and the Lead Partner.
- Monitor budget implementation and ensure that all expenditures comply with the rules of the Interreg IPA South Adriatic Programme, the applicable legislation, and the financial procedures of CIHEAM Bari.
- Verify financial documentation and support the proper administration of contracts, payments, procurement procedures, and all supporting project documentation.
- Prepare periodic and final financial reports, as well as all documentation required for financial reporting, reimbursement, auditing, and First Level Control (FLC) verification processes.
- Monitor the project's cash flow and analyze its financial performance, proposing corrective measures whenever necessary.
- Ensure the proper filing and management of financial documentation in accordance with Programme requirements and institutional procedures.
- Cooperate with the Project Coordinator, the Lead Partner, project partners, auditors, and the competent authorities to ensure the proper financial management of the project.
- Participate in project meetings and prepare financial documentation and related reports in English.
- Perform any other duties related to the financial management of the project, as requested by the Project Coordinator and the Lead Partner.

DELIVERABLES

The Financial Manager shall provide:

- Financial planning and periodic monitoring of the project budget.
- Periodic financial reports and the final financial report, in accordance with the requirements of the Interreg IPA South Adriatic Programme.
- Supporting financial documentation for reporting, auditing, and First Level Control (FLC) verification processes.
- Periodic budget implementation statements and analyses of financial deviations.
- Financial documentation required for reimbursement requests and reporting to the Lead Partner.
- The project's financial records and archive, in accordance with Programme requirements.
- A final report on the financial management of the project.

GENERAL REQUIREMENTS

The candidate must meet the following requirements:

- University degree in Economics, Finance, Accounting, or a related field.
- At least ten (10) years of professional experience in the financial management of national and international projects, preferably funded by the European Union or other international organizations.
- Excellent knowledge of the financial rules governing European Union programmes, particularly the Interreg IPA South Adriatic Programme.
- Proven experience in preparing financial reports, audit documentation, and financial verification procedures.
- Strong organizational, analytical, and coordination skills, as well as a high level of professional integrity in the management of project funds.
- Excellent written and spoken English.
- Excellent command of Microsoft Office applications (particularly Excel) and financial/accounting software.

PLACE OF WORK

The Financial Manager's activities will be carried out primarily in Albania at the premises of the Albanian project partner.

Activities may be organized in a hybrid format (on-site and remote), depending on the work plan and project needs.

When required, the Financial Manager may participate in meetings and missions in Italy and Montenegro.

IMPLEMENTATION PERIOD AND REMUNERATION

This assignment shall be carried out under a consultancy contract and does not establish an employment relationship with the contracting institution.

The assignment is expected to require a maximum commitment of twenty-five (25) working days throughout the entire 30-month duration of the project.

Payment shall be made based on the approved effective working days and the submitted deliverables, in accordance with the financial rules approved by the Interreg IPA South Adriatic Programme and the contractual provisions.

Should the project implementation period be extended, CIHEAM Bari reserves the right to extend the consultancy contract accordingly, in compliance with the applicable procurement procedures and legislation.

REPORTING

The Financial Manager shall report functionally to the Project Coordinator and shall work closely with the Lead Partner (CIHEAM Bari) on all matters related to the project's financial management, reporting, and budget monitoring.

REQUIRED DOCUMENTATION

The candidate must submit:

- Expression of Interest.
- Curriculum Vitae (CV) in Europass format, in both Albanian and English.
- Motivation Letter.
- Copy of the university degree and, where applicable, the doctoral degree.
- Documentation proving professional experience in the management of international projects.
- Documentation demonstrating experience in preparing technical and narrative reports in English.
- Copy of an identification document.
- Any other document the candidate considers relevant for the evaluation of the application.

SUBMISSION DEADLINE

Interested candidates shall submit the required application documents no later than **20 July 2026, at 16:00 (local time)**.

Applications received after the specified deadline will not be considered.